DC STARS
Training Calendar

Student Tracking and Reporting System

Training sessions and workshops

DC STARS Overview

DC STARS Overview **is a pre-requisite for all DC STARS classes and workshops.**

Required to receive a DC STARS user login (except teachers)

Description An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

Targeted Audience All DC STARS users

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
　　　　PM Sessions 1 PM to 4 PM

Student Information Manager

Description Presents details of admitting, withdrawing and registering students.

Targeted Audience Registrars and Data Entry Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
　　　　PM sessions 1 PM to 4 PM

DC STARS Open Workshop

Description Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

You must call the Workshop Hotline at (202) 442-9281 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.

Target Audience All DC STARS users

Location 825 in the 5th Floor Computer Lab

Time 9 AM to 4 PM – Please call to verify time and make your appointment.

NOTE: Registration for all classes are on a first-come, first-served basis.   You must fax your request to the DC STARS Training Registrar at 202-442-5728 to attend any of the sessions; confirmations will be provided.
Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.

Version Date: 11/05/09

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Training Calendar

Counselors Training

Description   In this class, counselors will receive a review of key tasks such as : 1) changing student schedules, 2) the student diploma screen, 3) the transcript, 4) credit details and more.

Targeted Audience Secondary School Counselors Only

Location 825, 5th Floor Computer Lab

Time AM Sessions – 9 AM to 12 PM
         PM Sessions – 1 PM to 4 PM

Elementary School Daily Attendance Training

Description Elementary school personnel (grades PS-6) responsible for attendance are taught how to record daily attendance for an individual student, for a class and how to print a variety of attendance reports.

Targeted Audience Elementary School

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
         PM Sessions 1 PM to 4 PM

Education Campus Point-of-Contact Period Attendance Training

Description Education Campus personnel (PS-8) responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports. This designee is shown how teachers will input attendance into DC STARS and will be responsible for training/assisting teachers in the use of period attendance. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience Education Campus Attendance Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
         PM Sessions 1 PM to 4 PM

NOTE: Registration for all classes are on a first-come, first-served basis.   You must fax your request to the DC STARS Training Registrar at 202-442-5728 to attend any of the sessions; confirmations will be provided.
Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.

Middle/High School Point-of-Contact Period Attendance Training

Description High/Middle School personnel responsible for attendance are taught how to record period attendance for a class, for an individual student and how to print a variety of attendance reports. This designee is shown how teachers will input attendance into DC STARS and will be responsible for training/assisting teachers in the use of period attendance. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience High/Middle School Attendance Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
　　　　PM Sessions 1 PM to 4 PM

Education Campus Point-of-Contact Mark Entry Training

Description Education Campus personnel (PS-8) responsible for training/assisting teachers with mark entry, are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input marks into DC STARS and will be responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS Help Desk for assistance.**

Targeted Audience Two representatives from each school. An Assistant Principal is recommended.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
　　　　PM Sessions 1 PM to 4 PM

Middle School Point-of-Contact Mark Entry Training

Description Middle School personnel responsible for training/assisting teachers with mark entry are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input marks into DC STARS and will be responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS help Desk for assistance**.

Targeted Audience Two representatives from each school. An Assistant Principal is recommended.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
　　　　PM Sessions – 1 PM to 4 PM

NOTE: Registration for all classes are on a first-come, first-served basis.   You must fax your request to the DC STARS Training Registrar at 202-442-5728 to attend any of the sessions; confirmations will be provided.
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High School Point-of-Contact Mark Entry Training

Description   High School personnel responsible for training/assisting teachers with mark entry are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are shown how teachers will input marks into DC STARS and will be responsible for training/assisting teachers with mark entry.   **Only the trained Point of Contact will be authorized to contact the DC STARS Help Desk for assistance.**

Targeted Audience   Two representatives from each school. An Assistant Principal is recommended.

Location   825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
        PM Sessions 1 PM to 4 PM

Point-of-Contact Electronic Elementary Report Card (EERC)

Description   Personnel responsible for training/assisting teachers with the electronic elementary standards based mark entry are taught how to record marks for a class, for an individual student and how to print report cards. These designees are responsible for training/assisting teachers with the electronic elementary standards based mark entry. **Only offered to schools that participated in the SY2008/09 Pilot of the Electronic Elementary Report Card Pilot Program. Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience   POC designated by school principal.

Location   825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
        PM Sessions 1 PM to 4 PM

DC STARS Reports Training

Description   An introduction to reporting such as customizing, previewing and printing pre-defined reports as well as more advanced topics such as creating custom reports using the adhoc feature and exports to a third party software such as MS Excel.

Targeted Audience   All DC STARS users

Location   825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
        PM Sessions 1 PM to 4 PM

NOTE: Registration for all classes are on a first-come, first-served basis.   You must fax your request to the DC STARS Training Registrar at 202-442-5728 to attend any of the sessions; confirmations will be provided.
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DC STARS
Training Calendar

STARS
Student Tracking and Reporting System

DC STARS Training Calendar
November 2009

Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days	**11/2**	**11/3**	**11/4**	**11/5**	**11/6**
825 5th floor		STARS Overview AM	EC POC Mark Entry AM		MS POC Mark Entry AM
		Student Info Manager PM	ES Daily Attendance PM	*Open Workshop Call 442-9281 for Reservations*	SHS POC Mark Entry PM
All Days	**11/9**	**11/10**	**11/11**	**11/12**	**11/13**
825 5th floor	POC EERC Training AM		Holiday	EC POC Period Attendance AM	
	MS/SHS POC Period Attendance PM				*Open Workshop Call 442-9281 for Reservations*
All Days	**11/16**	**11/17**	**11/18**	**11/19**	**11/20**
825 5th floor	Counselors Training (Secondary Schools Only) AM	*Open Workshop Call 442-9281 for Reservations*	STARS Overview AM	Reports Training AM	*Open Workshop Call 442-9281 for Reservations*
	Reports Training PM		Student Info Manager PM		
All Days	**11/23**	**11/24**	**11/25**	**11/26**	**11/27**
825 5th floor		*Open Workshop Call 442-9281 for Reservations*	*Open Workshop Call 442-9281 for Reservations*	Holiday	
All Days	**11/30**				
825 5th floor	*Open Workshop Call 442-9281 for Reservations*				

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at 202-442-5728 to attend any of the sessions; confirmations will be provided. **Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation**.

Version Date: 11/05/09

DC STARS
Training Calendar

DC STARS Training Calendar
December 2009

Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days		12/1	12/2	12/3	12/4
825 5th floor		STARS Overview AM / Student Info Manager PM	*Open Workshop Call 724-2252 for Reservations*	ES Daily Attendance AM	
All Days	12/7	12/8	12/9	12/10	12/11
825 5th floor	*Open Workshop Call 724-2252 for Reservations*	MS/SHS POC Period Attendance AM	*Open Workshop Call 724-2252 for Reservations*	EC POC Period Attendance AM	
All Days	12/14	12/15	12/16	12/17	12/18
825 5th floor	STARS Overview AM / Student Info Manager PM	*Open Workshop Call 724-2252 for Reservations*		*Open Workshop Call 724-2252 for Reservations*	
All Days	12/21	12/22	12/23	12/24	12/25
825 5th floor	*Open Workshop Call 724-2252 for Reservations*		*Open Workshop Call 724-2252 for Reservations*		Holiday
All Days	12/28	12/29	12/30	12/31	
825 5th floor	*Open Workshop Call 724-2252 for Reservations*				

NOTE: Registration for all classes are on a first-come, first-served basis.   You must fax your request to the DC STARS Training Registrar at 202-442-5728 to attend any of the sessions; confirmations will be provided.
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STARS
Student Tracking and Reporting System

Training Registration Form

Instructions:

1. Fill in the information requested below. Editable PDF – you can type directly on the form before printing.
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The latest class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax or email your completed registration form to the training coordinator.
   Fax: 202-442-5728   Email: stars.help@dc.gov (Subject: Training Registration)

Training Participant:

First Name: _____   MI: _____   Last Name: _____

School Name: _____   School Code: _____

DCPS/DC.Gov Email: _____   HQ Domain User Id: _____

Agency *(i.e. OSSE Child Family Agency)*: _____   Phone Number: _____

Position *(at School/ Agency)*: _____

I am a new user and will need a DC STARS login ID.   Yes _____   No _____

(If yes, an id will be given at the end of ***DC STARS Overview*** training.)

Class Requests:

Course Name	Date /Session	Location
Example: *DC STARS Overview*	*June 13 PM*	*825*

Training Sessions without a minimum enrollment of 4 persons are subject to cancellation.
Confirmation will be sent to your *dc.gov* email address.